

APPROPRIATION ORDINANCE 05-06

**TO SPECIALLY APPROPRIATE FROM THE GENERAL FUND AND RISK
MANAGEMENT FUND EXPENDITURES NOT OTHERWISE APPROPRIATED
(Appropriating a Transfer of Funds within the General Fund – Animal Care and Control
Division; Appropriating Funds from the General Fund – Fire Department for Overtime;
Appropriating Grants Awarded to the Police Department; and Appropriating Funds from
the Risk Management Fund for Workers Compensation Charges)**

- WHEREAS, the Animal Care and Control Division desires to transfer funds from Category 3 – Other Services and Charges to Category 2 – Supplies for food and medical supplies; and
- WHEREAS, the Fire Department desires to increase its budget for overtime in order to provide for contingencies through the end of the year; and
- WHEREAS, the City has received a grant from the Indiana Criminal Justice Institute for the Countywide DUI Taskforce, and desires to increase its budget for overtime for enforcement and to reimburse Monroe County law enforcement agencies for overtime incurred for additional enforcement; and
- WHEREAS, the City has determined the need to appropriate additional funds for Worker’s Compensation and a sufficient balance remains in the Risk Management Fund to pay these expenses;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. For the expenses of said Municipal Corporation, the following additional sums of money are hereby appropriated and ordered set apart from the funds herein named and for the purposes herein specified, subject to the laws governing the same:

	AMOUNT REQUESTED
General Fund – Animal Care & Control	
Line 52210 – Institutional & Medical Supplies	\$ 15,000
Line 53130 – Medical Services	- 15,000
Total General Fund – Animal Care & Control	0
General Fund – Fire Department	
Line 51130 – Salaries and Wages – Overtime	50,000
Line 51210 – FICA	725
Total General Fund – Fire Department	50,725
General Fund – Police Department	
Line 51130 – Salaries and Wages – Overtime	8,897
Line 53960 – Grants	11,138
Total General Fund – Police Department	20,035
Grand Total General Fund	70,760
Risk Management Fund	
Line 53420 – Worker’s Comp. & Risk Admin.	320,000
Total Risk Management Fund	320,000
Grand Total All Funds	\$ 390,760

SECTION II. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2005.

ANDY RUFF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2005.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2005.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance appropriates a \$15,000 transfer within the General Fund – Animal Care & Control Division for additional supplies; appropriates \$50,725 from the General Fund – Fire Department for overtime; appropriates \$20,035 for a countywide DUI Grant in the General Fund – Police Department; and appropriates \$320,000 from the Risk Management Fund for additional Workers Compensation charges.



MARK KRUZAN
MAYOR

CITY OF BLOOMINGTON

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SUSAN CLARK
CONTROLLER

CONTROLLER'S OFFICE

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Memorandum

To: Council Members
From: Susan Clark, Controller
Date: August 31, 2005
Re: Appropriation Ordinance 05-06

In Appropriation Ordinance 05-06, we are requesting authorization for expenditures from four funds.

1.) General Fund – Animal Care & Control

The Animal Care & Control Division has requested authorization to transfer \$15,000 from Category 3 – Services and Charges to Category 2 – Supplies. The shelter has seen an increase in food costs this year. Spa/neuter charges have been lower than anticipated; therefore enough money is available to process a transfer. The total request is zero dollars (\$0). Please refer to the memo from Laurie Ringquist, Director, Animal Care & Control Division.

2.) General Fund – Fire Department

The Fire Department has requested an additional appropriation of \$50,000.00 to cover additional overtime needs necessary to maintain minimum staffing levels for the remainder of 2005. This request is in line with previous additional appropriation requests and had been accounted for in the 2006 budget. Any unspent money will revert to the General Fund balance at the end of the year. Please refer to the email from Chief Barlow.

3.) General Fund – Police Department

Police Department received a grant from the Indiana Criminal Justice Institute in October 2004, and is seeking authorization to spend those funds. The amount received on August 19th was \$20,034.50. The BPD has requested that we allocate \$11,138 to line 53960 – Grants to pass through to the Monroe County Sheriff's Department. The remainder, \$8,897, will be allocated to Line 51130 – Overtime for the BPD. We have recently been awarded another DUI grant and will seek approval to spend those funds in 2006.

4.) Risk Management Fund

The Risk Management Division of the Legal Department has requested an additional appropriation of \$320,000 in order to cover unusually high Workers Compensation (W/C) expenses for 2005. The estimate includes \$210,000 for pending bills, \$20,000 per month for medical expenses and W/C benefits through December and \$30,000 for two claims that are currently in dispute. Any money not spent will revert to the Risk Management Fund balance at the end of the year. Please refer to the memo from Risk Manager Jamie Brinegar.

MEMORANDUM

To: Common Council

From: Laurie Ringquist

Date: August 22, 2005

Re: Transfer from Line 53130 to Line 52210

The Bloomington Animal Care and Control department is requesting that you authorize the transfer of \$15,000 from Line 53130 (Medical Services) to Line 52210 (Medical and Institutional Supplies) in the 2005 budget..

We have had to purchase a lot more food for the animals so far this year than we had anticipated; food is paid for out of Line 52210. The shelter expansion, with all the additional kennels, means we have more animals to feed on any given day. Thus, the holiday food drive donations did not last as long this year as they have in previous years. We have also paid for the Rescue Waggin' supplies out of this line. The intention was to ask that the Rescue Waggin' reimbursements be re-appropriated to allow us to purchase more supplies for that program, however we are not requesting an appropriation at this time.

We are able to ask for a transfer from Line 53130 rather than a special appropriation because the per-animal spaying/neutering expense associated with our new adoption policies has been somewhat lower than we projected. We have also been able to save some money on the microchip registration cost by registering a number of animals at one time.

INTERDEPARTMENTAL MEMORANDUM

Risk Management

TO: Susan Clark, Controller
FROM: Jamie Brinegar, Risk Manager
RE: 2005 Additional Appropriation Request
DATE: August 25, 2005

Susan-

As we have discussed, Risk Management needs an additional appropriation from the Risk Management Fund in order to meet our workers' compensation obligations for 2005. This memorandum will explain the reasons for this request.

For the last three years the City has averaged 171.7 workers' compensation claims filed per year, with a high of 188 claims filed in 2004. In 2005, by contrast, 166 claims have already been filed to date. At the current rate, the City can expect to receive 260 workers' compensation claims in 2005.

Historically, the vast majority of on the job injuries at the City are minor (twists, strains, sprains, etc.), with only 3 or 4 injuries requiring surgery each year. In 2005, it is as if we are experiencing a full moon every day. While employees are still experiencing many of the usual variety of injuries, they are also experiencing a rash of "freak" accidents: one employee ruptured his bicep and tricep muscles reaching to pull a lever on a machine; another employee's foot fell asleep during a meeting, and when she got up, her foot gave way and actually broke a bone across the top of her foot; one employee had a piece of equipment kick back and lacerate a tendon in his hand requiring emergency surgery; and, one employee while loading material into a truck experienced what he thought was a pulled muscle that in fact turned out to be a hernia, requiring surgery and time off from work. As of today, 9 employees have needed surgery as a result of an on the job injury compared to the 3 or 4 surgeries in a typical year.

In addition to the high number of claims in 2005, the City is still paying off a large claim from 2004 for which the bill was not received until mid-2005. Also, the City is in the process of defending two large and disputed claims from prior years. These claims could both have additional payouts in 2005.

Outstanding bills to date (including the large bill from the 2004 claim) are roughly \$210,000 more than the amount budgeted for workers' compensation for the entire year (2005). Additionally, over the last three years, the City has averaged

approximately \$20,000 a month for workers' compensation expenses (medical expenses and workers' compensation benefits). With four months remaining in 2005, that would be an additional \$80,000. I recommend that we also budget \$30,000 to have on hand as a reserve for the two disputed claims, for a final additional appropriation request of \$320,000.

This is a surprisingly large amount. However, after a great deal of discussion with the Risk Management staff, we are agreed that the large total is nearly unavoidable. Brian Wilson has done a tremendous job over the last few years ensuring that all City employees are properly trained and fitted with the proper personal protective equipment. Even with the recent turnover in the Risk Management staff, we have done a good job of communicating with our medical providers to ensure that we do not have anyone "lingering" on workers' comp. In fact, we are constantly receiving comments from our medical providers on how City employees are always anxious to get back to work as soon as possible.

I would be more than happy to answer any questions that you may have as a result of this request.

Thank you.



BLOOMINGTON FIRE DEPARTMENT

August 23, 2005

Susan Clark
Controller, City of Bloomington

Dear Susan,

Upon review of our overtime line item in the fire department budget I respectfully request an additional appropriation to the salary- overtime line item totaling \$50,000. This request is based upon the following calculations:

- The department's average OT expenditures up through August of this year;
- Anticipated overtime expenses through the remainder of 2005;
- Expected savings in regular salary anticipated through the remainder of 2005.

This overtime request is due primarily to unpredictable numbers of illness and injury rates that have required more overtime to meet necessary staffing for our community. I appreciate the support as we rise to meet these challenges of unexpected absences that are out of everyone's control. Feel free to call with any questions.

Respectfully submitted,

Jeff Barlow
Fire Chief

Risk Management Fund

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance

	2000	2001	2002	2003	2004	2005 *	2006
						(Projected)	(Projected)
Beginning Fund Balance	\$ 575,641	\$ 713,832	\$ 676,057	\$ 439,478	\$ 251,981	\$ 223,118	\$ 248,779
Revenues:							
Revenue Budget	389,000	409,000	317,347	462,324	481,335	485,930	512,967
Excess (Deficiency)	<u>73,975</u>	<u>97,030</u>	<u>156,248</u>	<u>(7,951)</u>	<u>16,834</u>	<u>360,160</u>	<u>-</u>
Total Revenues	<u>462,975</u>	<u>506,030</u>	<u>473,595</u>	<u>454,373</u>	<u>498,169</u>	<u>846,090</u>	<u>512,967</u>
Expenditures:							
Budget (as Adopted)	389,570	455,263	449,917	525,292	526,335	479,861	504,867
Additional Appropriations	-	170,000	232,516	169,590	-	340,568	-
Prior Year Encumbrances	13,858	21,670	34,467	-	9,313	-	-
Savings (Reversions)	<u>(78,644)</u>	<u>(103,128)</u>	<u>(6,726)</u>	<u>(53,012)</u>	<u>(8,616)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>324,784</u>	<u>543,805</u>	<u>710,174</u>	<u>641,870</u>	<u>527,032</u>	<u>820,429</u>	<u>504,867</u>
Excess (Deficiency) of Revenues Over (Under)	138,191	(37,775)	(236,579)	(187,497)	(28,863)	25,661	8,100
Year End Balance	<u>\$ 713,832</u>	<u>\$ 676,057</u>	<u>\$ 439,478</u>	<u>\$ 251,981</u>	<u>\$ 223,118</u>	<u>\$ 248,779</u>	<u>\$ 256,879</u>
Year End Balance as a % of Expenditures	220%	124%	62%	39%	42%	30%	51%

* 2005 includes two additional appropriations approved and one pending for \$320,000.

ORDINANCE 05-27

TO AMEND ORDINANCES WHICH FIXED THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CIVIL CITY FOR THE YEAR 2005 (ORDINANCE 04-19) AND UTILITIES FOR THE YEAR 2005 (ORDINANCE 04-21)

Re: Positions in the Community and Family Resources, Engineering, HAND, Information Services, Office of the Mayor, Parking Enforcement, Parks and Recreation, Planning, the Police Department, Sanitation, and Utilities

- WHEREAS, the Community and Family Resources Department would like to change the grade and title of the Secretary position to reflect increased responsibility, and
- WHEREAS, the Engineering division would like to change the grades and titles of the Engineering Technician positions to reflect evolved job responsibilities, and
- WHEREAS, the Housing and Neighborhood Development Department would like to change the grade and title of the Office Manager position to reflect increased responsibility, and
- WHEREAS, the Information Services department would like to change the title of User Support and Network Operations Manager to Assistant Director and change the grade and title of both the Senior Database Administrator and Systems Administration and Application Development Manager, and
- WHEREAS, the Office of the Mayor would like to change the grade of the Communications Director and the title of the Council Liaison/Special Projects Manager and Administrative Assistant, and
- WHEREAS, Parking Enforcement would like to add a Security Guard and change the position title, change the grades of the Manager and Account Clerk II positions and the grade and title of the parking Enforcement Supervisor, and
- WHEREAS, Parks and Recreation would like to convert a seasonal position to a regular position with benefits, and
- WHEREAS, the Planning Department would like to change the grade of the Assistant Director, and
- WHEREAS, the Police Department would like to alter the grades of the Telecommunicator, Training Coordinator, and Telecommunications Manager in Central Dispatch to reflect changes in the job descriptions, and,
- WHEREAS, the Sanitation division would like to change the grade of the Director, and
- WHEREAS, Utilities would like to alter the grade of the Public Affairs Specialist, and change the grades and titles of the Pretreatment Program Coordinator and Accounting Manager;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. Section 1 of Ordinance 04-19 (Civil City) shall be amended by deleting the following lines regarding job title and grade as indicated below:

Department	Job Title	Grade
Community and Family Resources	Secretary	2
Engineering	Engineering Technician (2)	3
HAND	Office Manager	4
Information Services	User Support and Network Operations Manager	10
Information Services	Systems Administrator and Application Development Manager	11

Information Services	Senior Database Administrator	10
Mayor	Communications Director	7
Mayor	Council Liaison/Special Projects Coordinator	7
Mayor	Administrative Assistant	5
Parking Enforcement	Manager	7
Parking Enforcement	Parking Enforcement Supervisor	5
Parking Enforcement	Account Clerk II	2
Parking Enforcement	Security Guard (2)	3
Planning	Assistant Director	9
Police	Training Coordinator	7
Police	Telecommunicator (9)	5
Police	Telecommunications Manager	8
Sanitation	Director	8

SECTION II. Section 1 of Ordinance 04-19 (Civil City) shall be amended by adding the following lines regarding job titles and grade as indicated below:

Department	Job Title	Grade
Community and Family Resources	Office Manger	3
Engineering	Engineering Technician – Traffic	4
Engineering	Engineering Technician – AutoCad	4
HAND	Program Assistant/Office Manager	5
Information Services	Assistant Director	10
Information Services	Systems and Applications Manager	10
Information Services	Database Administrator & Web Application Developer	8
Mayor	Communications Director	8
Mayor	Assistant Deputy Mayor	7
Mayor	Executive Assistant	5
Parking Enforcement	Manager	8
Parking Enforcement	Team Leader	4
Parking Enforcement	Account Clerk II	3
Parking Enforcement	Security and Maintenance Attendant (3)	3
Parks and Recreation	Aquatics/Sports Specialist	4
Planning	Assistant Director	10
Police	Training Coordinator	8
Police	Telecommunicator (9)	6
Police	Telecommunications Manager	9
Sanitation	Director	9

SECTION III. Section 1 of Ordinance 04-21 (Utilities) shall be amended by deleting the following lines regarding job title and grade as indicated below:

Department	Job Title	Grade
Accounting and Finance	Accounting Manager	7
Environmental Management	Pretreatment Program Coordinator	5
Administration	Public Affairs Specialist	8

SECTION IV. Section 1 of Ordinance 04-21 (Utilities) shall be amended by adding the following lines regarding job title, grade, and pay minimum and maximum as indicated below:

Department	Job Title	Grade
Accounting and Finance	Budget/Research Analyst	6
Environmental Management	Pretreatment Program Inspector	7
Administration	Public Affairs Specialist	7

SECTION V. If any sections, sentence or provision of this ordinance, or the application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION VI. This ordinance shall be in full force and effect from and after its passage by the Common Council of the City of Bloomington and approval of the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2005.

ANDY RUFF, President
Bloomington Common Council

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2005.

REGINA MOORE, Clerk
City of Bloomington

SIGNED and APPROVED by me upon this _____ day of _____, 2005.

MARK KRUZAN, Mayor
City of Bloomington

SYNOPSIS

This ordinance amends the City of Bloomington Civil City Salary Ordinance for the year 2005 (Ordinance 04-19) and the Utilities Salary Ordinance for the year 2005 (Ordinance 04-21). It amends the Civil City Salary Ordinance by changing the grades and titles of the CFR Secretary, Engineering Technicians, HAND Office Manager, Senior Database Administrator, Systems Administration and Application Development Manager, and Parking Enforcement Supervisor. It changes, by the grade only, the positions of Communications Director, Parking Enforcement Manager, Account Clerk II, Planning Assistant Director, and Sanitation Director. It changes, by title only, the User Support and Network Operations Manager and the Council Liaison/Special Projects Manager, and Mayor’s Administrative Assistant. For BPD it changes the grade of the Training Coordinator in Central Dispatch from 7 to 8, the Telecommunications Manger from 8 to 9, and the Telecommunicators from 5 to 6. Additionally, it adds an Aquatics/Sports Specialist (grade 4) to the Parks and Recreation Department and adds a Parking Enforcement Security Guard, changing the title to Security and Maintenance Attendant. It amends the 2005 Utilities Salary Ordinance by changing the grades and titles of the Accounting Manger and pretreatment Program Coordinator, and the grade of the Public Affairs Specialist.

Memorandum

To: City Council members
From: Daniel Grundmann, ES Director
CC: Dan Sherman, Mayor Kruzan, James McNamara, Kevin Robling, Mike Hostetler, Jeff Schemmer, Pete Giordano, Justin Wykoff, Julio Alonso, Susie Johnson, Rick Dietz, Tom Micuda, Jack Davis, Mick Renneisen, Pat Murphy, John Langley, Susan Clark
Date: 9/1/2005
Re: Proposed Salary Ordinance Amendment (Ordinance 05-27)

We respectfully request the following changes to the 2005 Civil City (04-19) and Utilities (04-21) salary ordinances.

Parks and Recreation

In the discussions surrounding the implementation of the Living Wage Ordinance in March, we discussed the intent to create three regular positions with benefits in the 2006 salary ordinance. By doing so we would reduce our reliance on seasonal employees and expand opportunities for regular employment. Because of budgetary savings related to turnover, we would like to create one of those positions at this time. The position is a grade 4 *Aquatics/Sports Specialist* and the 2005 fiscal impact including PERF and FICA, given savings in seasonal wages, will be less than \$4,000. No additional appropriation is required.

Parking Enforcement

Because of the persistent need and scheduling challenges associated with parking garage safety and security we would like to create an additional 0.5 FTE *Security and Maintenance Attendant*. The ordinance also reflects a title change from *Security Guard*. While the total cost of the position is approximately \$15,000 annualized in 2005 wages, we anticipate that cost will be offset by revenues generated from parking enforcement. Additionally, better customer service for garage patrons, increased safety, and reduced need for overtime will result.

Police

For the Central Emergency Dispatch Center, descriptions for each job were revised and reviewed by the JEC. These position descriptions had not been revised and reviewed since the inception of Central Dispatch. Due to the increased complexity of the dispatch center and demands on telecommunicators and managers, the following changes resulted from the JEC review:

Title	Current Grade	Proposed Grade
Training Coordinator	7	8
Telecommunicator	5	6
Telecommunications Manager	8	9

The estimated fiscal impact in 2005 for CEDC is \$11,486 including PERF and FICA. Due to reduced overtime requirements and position vacancies, no additional appropriation is required.

The following changes are numerous and reflect the results of five meetings of the revised Job Evaluation Committee (JEC). The committee reviewed 27 jobs (including the aforementioned CEDC positions) of which 11 increased in grade, 6 decreased, and 10 remained the same. While final decisions regarding specific salary adjustments are pending, they are presented as a group because the collective fiscal impact of these changes will be negative, meaning that we anticipate reduced category 1 expenses both this year and in 2006 as a result of the grade changes. The primary driver of this savings is downgrades in positions vacated by long-term employees. No additional appropriation is required as a result of these proposed changes.

Brief summaries are presented below.

Community and Family Resources

The current *Secretary* (grade 2) position description has been changed and we would like to change the job title to *Office Manager* and grade (to grade 3) to reflect those modifications. The increased responsibilities of this position related to direct client relationships, generating financial reports, tracking grant funds, experience requirements, and overseeing all clerical activity.

Engineering

The two *Engineering Technician* positions have distinctly different primary duties and the job descriptions now reflect that, hence the title changes (*Engineering Technician -AutoCad* and *Engineering Technician-Traffic*). Increased education and experience requirements drove the request for approval of grade changes from 3 to 4.

HAND

Responsibilities related to grant management and the accompanying increased level of complexity of the position drove the request for change in grade (from 4 to 5) as well as our desire to change the title from *Office Manager* to *Program Assistant/Office Manager*.

Information Services

The duties of the *User Support and Network Operations Manager* position evolved and the job description and title have changed to reflect those changes — creating the *Assistant Director* position. The grade and salary of the incumbent are not affected by the salary ordinance change.

The *Systems and Applications Manager* position was revised resulting in a change from grade 11 to grade 10. The criteria of complexity and independent judgment/consequence of error affected the changes. In part, this is the result of the changing context of the IT profession within organizations from the late 1990's to present.

We would like to change the *Senior Database Administrator* in both grade and title. The result of the JEC review is a reduction in grade from 10 to 8 for the *Database Administrator and Web Application Manager*. The criteria of complexity and independent judgment/consequence of error affected the changes. In part, this is the result of the changing context of the IT profession within organizations from the late 1990's to present.

Mayor's Office

We would like to change the title of the *Council Liaison* to *Assistant Deputy Mayor and the Administrative Assistant to Executive Assistant*. Additionally, the position of *Communications Director* received review from the Job Evaluation Committee which resulted in our recommendation of a change in grade from 7 to 8.

Parking Enforcement

Increased complexity associated with garage facility management drove the change in the *Parking Enforcement Manager* bringing it from a grade 7 to grade 8.

The responsibilities of the *Parking Enforcement Supervisor* are reduced and the person in that role (currently vacant) will act as lead without full supervisory authority. The result of this change is a requested reduction from grade 5 to grade 4, and a change in title to *Parking Enforcement Team Leader*.

The *Account Clerk II* position description was revised to reflect changed duties and greater complexity associated with the garage database and reporting responsibilities. The result is a requested grade change from 2 to 3.

Planning Department

The position of *Assistant Director* received preliminary review in Employee Services placing it in grade 9. The Job Evaluation Committee review resulted in a grade 10 standing.

Sanitation

Increased independent judgment and consequence of error associated with required long range strategic vision drove the change in the *Sanitation Director* bringing it from a grade 8 to 9.

Utilities

The position of Public Affairs Specialist received preliminary review in Employee Services placing it in grade 8. The Job Evaluation Committee review resulted in a grade 7 standing. There is no incumbent at this time.

The *Pretreatment Program Coordinator* received preliminary review in Employee Services placing it in grade 5. The Job Evaluation Committee reviewed a revised job description resulting in a recommended change to grade 7.

The *Accounting Manager* (grade 7) position was revised, renamed to *Budget/Research Analyst*, and reviewed by the JEC. Due to significant reduction in the level of managerial duties and responsibilities, the recommended new grade is 6.

Please feel free to contact me with any questions.